December 5, 1980

To: Directorates DECLASSIFIED (109)

From: Staff Aides

Subject: Contacts with the Transition Team

Members of the transition team are now making contact directly with Country Directors and Desk Officers. In many cases they are asking for informal papers on a variety of subjects. We could like your assistance in dealing with these requests.

-- Please let us know what papers have been requested. In most cases you will be the only people who know -- until the transition office calls us asking where a certain paper stands.

-- If you are asked for a paper, check when it is needed.

-- All papers going to the transition office need to be read in the front office. Where you are asked for an office view, or a personal view, we do not plan to impose front office thinking on you -- but want to know what is being delivered.

-- Do not give any papers directly to the individual who requested them. The transition office is logging all papers in and making a copy for historical purposes. We prefer to deliver them for you.

-- To standardize format, please prepare all papers on Department of State Briefing Paper (black letterhead). Be sure to type classification and downgrading. Put drafting information on a separate sheet.

The transition team continues to task formal papers through S/S. We will pass these requests to you, monitor progress and obtain front office clearances for you.

Thank you for your help.

DEPARTMENT OF STATE A/CDC/MR
REVIEWED BY Rischke DATE 6/7/83
EDS ☐ or X ☐ EXT. DATE
TS AUTH. REASON(S)
ENDORSE EXISTING MARKINGS ☐
DECLASSIFIED ☐ RELEASABLE ☒
RELEASE DENIED ☐
FA or FOI EXEMPTIONS